Matthews Transportation Advisory Committee
Regular Meeting Agenda
Thursday, July 15, 2021

The regular meeting of the Matthews Transportation Advisory Committee will be conducted remotely using the Zoom virtual meeting platform.

TO WATCH LIVE: The meeting will be available via Zoom. To join from a PC, Mac, iPad, iPhone or Android device, click this URL:
https://zoom.us/j/96625741951?pwd=amVOWkpSbG9SU0ZwRXN3UDJUN0FiQT09
Meeting ID: 966 2574 1951 Password: 522877 (An account is not necessary to join.)

TO LISTEN LIVE: The meeting audio will be available by calling 888-788-0099 (Toll-free) or 877-853-5247 (Toll-free). Meeting ID: 966 2574 1951 Password: 522877

1. Call to order – Stevens
2. Roll Call and Determination of Quorum – Hough
3. Approval of the Minutes from June 17, 2021 meeting (attached) – Stevens
4. Public Comments - Stevens
5. Announcements
    a. Staff Announcements - Habina-Woolard
    b. CTAG Updates - Rhodes
6. Unfinished Business – Stevens
    a. Town Vision Statement 11: Transparent Governance and Engagement https://www.matthewsnc.gov/files/documents/VisionStatements20191561034636013019PM.pdf
    b. Review Bylaw Sections IV (Membership) and VII (Meetings) https://matthewsnc.gov/files/documents/bylaws-TransportationAdvisoryCommittee1315104650020616AM.pdf
    c. Review Draft Traffic Calming Policy
    d. Silver Line Rail Trail
    e. Vacant TAC position
7. New Business
    a. Rezonings - Habina-Woolard
        ○ https://matthewsnc.gov/pview.aspx?id=20799&catid=567
    b. Recent Board of Commissioners presentations - Habina-Woolard
        ○ https://www.matthewsnc.gov/pview.aspx?id=20784
8. Adjournment

Matthews Transportation Advisory Committee
Regular Meeting Minutes DRAFT
Thursday, June 17, 2021

1. Call to order 7:01 – Stevens
2. Roll Call and Determination of Quorum – Hough
    a. TAC Members: Bill Stevens (Chair), Vince Manno (Vice-Chair), Lou Abernathy, George Sottilo, Bryan Hall, Donny Rhodes, Chris Hough
    b. Town Staff: Susan Habina-Woolard P.E.
    c. Guests: Michael Bywaletz
3. Approval of the Minutes from May 20, 2021 meeting (attached) – Stevens
    a. Mr. Sottilo made a motion to approve the minutes as drafted, Mr. Manno seconded. Unanimous approval.
4. Public Comments - Stevens
5. Announcements
    a. Staff Announcements - Habina-Woolard
        - Transit Oriented Development Team is doing a presentation June 28th
            - Joint meeting with the Board and TAC to review Silver Line
            - Ms. Habina-Woolard will send the invitation details when she gets them.
        - Intersection of Rte 51 and Sam Newell Rd is under construction
            - 60 day contract, intersection improvements
    b. CTAG Updates - Rhodes
        - CTAG is in it's off-season of meetings (no meeting since April)
        - Information on CATS Silver Line at https://www.catssilverline.com/
        - Rail Trail Study Team has meeting on Monday June 21st
6. Unfinished Business – Stevens
    a. Traffic Calming Consultant
        - Consultant wants to meet with TAC to review draft Traffic Calming Policy
        - Potentially part of July TAC Meeting
    b. Vision Statement 10. Community Dedicated to Public Safety (https://www.matthewsnc.gov/files/documents/VisionStatements20191561034636013019PM.pdf)
        - TAC discussed and commented on the town Vision Statement and how it impacts and guides TAC decisions.
    c. TAC Bylaws Review
        - Article IV - Membership
            - Mr. Hough to send out Article IV - Membership changes to TAC for discussion in July meeting
        - Article VI - Officers

        - TAC reviewed Article VI and determined no updates necessary.
    - Article VII - Meetings
        - TAC reviewed and discussed the article and suggested making a change to the clause that requires an email notification to local print media in case of meeting cancellation
        - Ms. Habina-Woolard to ask the Town Clerk what the current process is for notification of meeting cancellation
7. New Business
    a. Rezonings - Habina-Woolard
        - https://matthewsnc.gov/pview.aspx?id=20799&catid=567
        - No new rezonings to review this month
    b. Upcoming Board of Commissioners presentations - Habina-Woolard
        - https://www.matthewsnc.gov/pview.aspx?id=20784
        - No new transportation items in upcoming BoC meeting
    c. Update on Sharrows
        - Ms. Habina-Woolard reviewed the proposed Matthews Bike 'Loop' route
        - Presented pictures and purpose of sharrows (bicycle shared road pavement markings)
        - TAC discussed potential areas of high impact for sharrow placement on the proposed bike loop
8. Adjournment - 8:45pm

TOWN OF MATTHEWS
SPEED HUMP PLACEMENT POLICY
Adopted March 1998, amended August 1999, August 2000, July 2003

It is the policy of the Town of Matthews to consider the placement of speed humps on residential streets in accordance with the following:

PAYMENT

"Standard" speed humps will be provided at the cost of the Town on residential streets that meet all the below listed standards and are approved by the Board of Commissioners, upon recommendation by the Transportation Committee. The number of speed humps approved in any fiscal year will be limited by the funds appropriated by the Board in the annual budget process, or as amended.

In the event that a neighborhood requests a decorative speed hump (brick patterned) be provided, the full cost of such addition must be paid for by the neighborhood and such payment must be made prior to the construction of the improvement.

QUALIFYING CRITERIA

- A street must be classified as a two-lane, local, residential street.
- A street's width must be less than or equal to 40 feet.
- Average Annual Daily Traffic (AADT) volumes should be greater than 500.
- The 85th percentile speed should be equal to or greater than five (5) miles over the posted speed limit.
- A petition signed by 75% of all residents of the street will be required, including adjoining streets and cul-de-sac off the street within one quarter mile of proposed hump location.
- A letter of endorsement from the neighborhood association is required, if applicable.
- The street grade is less than or equal to 8%.
- Horizontal radius of the street is less than or equal to 300 feet.
- Street's current speed limit must be posted as 25 m.p.h. if it is a local street.
- Street should not be a primary emergency medical services route - Public Works will contact EMS, Police and Fire Departments to determine if the humps will interfere with a majority of their emergency response call.

Additional Considerations

In addition to the previously listed technical criteria, the following conditions may also be considered by the Transportation Committee an/or Board of Commissioners when considering hump location request:

Sight line and distance
Curvature considerations beyond the minimum established above
Existing vegetation
Other objects near the street surface
Existence of Sidewalks
Past accident history in the area
Past speeding citations in the area

PLACEMENT CRITERIA

- Should be at least 200 feet apart (average 600 - 800 feet apart).
- Stop sight distance is greater than or equal to 200 feet.
- Should be located at least 200 feet from an intersection.
- Should try to locate on property lines.
- Should try to place under street lighting for greater visibility.
- Should be 5-10 feet from driveways.

PETITION PROCESS AND SCHEDULING

It is the Town's intention to construct a number of speed humps at the same time in order to obtain the most economical price to the Town. As such, qualified petitions will be presented to the Transportation Committee for recommendation as they are received, but than held until there is, in the opinion of the Director, a sufficient number to proceed with presentation to the Board. Petitions will be "qualified" by the Town Tax Collector, who will verify that the required number of residents, based on the most current tax records, have signed the petition.

After the Transportation Committee makes its recommendation, the Director will present this list to the Board, along with his bids for construction. The Board may add, delete or modify the recommendations as it sees fit. Should recommended humps exceed the money appropriated in the current fiscal year, petitions may be held over until the next fiscal year.

Any neighborhood whose approved project is subject to carry over into the following year, may have their project constructed sooner by paying the Town the full and total cost of the speed hump, including any decorative aspects. In these cases the speed hump will be included in the next contract let by the Town. There will be no refunds for humps constructed in this manner.

Hump Removal - Town Initiated

The Town may remove any speed hump or other traffic control device at any time when it is in the best interest of the Town, with Board action. Such removal will be at the expense of the Town. In cases where the Town received any payment for the hump construction, there shall be no refunds.

Hump Removal - Citizen Initiated

Citizens may initiate a request for the removal of a hump through a petition process meeting the same criteria for signatures as petition requesting a hump. Upon certification, it will be reviewed by the Transportation Committee and a recommendation made to the Board of Commissioners. If approved, such removal will be at the expense of the Town. In cases where the Town received any payment for the hump construction, there shall be no refunds.

SPEED HUMP PETITION

We, the undersigned, request the Town of Matthews to install speed humps on _____ _____ (Street) in our neighborhood.

We understand that each speed hump installed will be accompanied by **two (2) signs** and that portions of the street may have to be closed for short periods during installation. We further understand that **emergency services response time** will be marginally impacted.

A map showing the **exact location of each speed hump requested is attached.** The map needs to be shared with all your neighbors, **particularly those fronting the proposed installations.** At least 75% of the **households** along the requested street, and any other affected streets within 1/4 mile (1,350 feet), must be represented on the petition. Only one signature from each household will be counted during validation.

Other streets to be petitioned: _____

NAME OF LEAD PETITIONER: _____
ADDRESS: _____
TELEPHONE # _____ (DAYS) _____ EVENINGS

NEIGHBORHOOD SIGNATURES (one per household please)

NAME (please print)	SIGNATURE	STREET ADDRESS

DRAFT Summary of Traffic Calming Measures

Traffic Calming Measure	Typical Cost (2017)[1]	Average Daily Traffic	Functional Classification	Average Reduction in Speed	Average Reduction in Volume	Average Reduction in Crashes
Horizontal Deflection						
Chicane	$8,000–$25,000; varies depending on any necessary modifications to curbing and drainage.	Relatively low daily traffic volumes even distribution of traffic. (<3,500 vpd) [2]	Local road or low-volume collector. Maximum two-lane cross-section.	15%–40%; varies depending on the length of the alignment shift, the volume/distribution of traffic, and pre-implementation speed	Minimal	Minimal
Mini Roundabout	$15,000–$60,000	One-lane roundabouts: total entering daily traffic volumes <25,000 vpd	Intersection of two local roads or of a local and collector road. Approach legs must be one lane in each direction.	40%[3]; varies depending on deflection angles of the approach lanes.	Minimal	One-lane roundabouts: 74%
Traffic Circle	$10,000–$25,000	Relatively low daily traffic volumes. (<3,500 vpd per intersection leg)[2]	Intersection of two local roads. Approach legs must be one lane in each direction.	5–13 mph reduction within intersection limits. Less effective than mini roundabouts due to no splitter islands.	Wide range of outcomes; varies depending on available alternative routes.	One-lane roundabouts: 74%
Vertical Deflection						
Speed Cushion	Rubber: $3,000–$4,000 Asphalt: $2,500–$6,000	Relatively low daily traffic volumes (<3,500–4,000 vpd[2])	Local and collector roads.	20%–25%; varies depending on height and spacing of speed cushions.	20%	13%
Speed Hump	$2,000–$4,000		Local road or residential collector.	20%–25%; varies depending on height and spacing of speed humps.	20%	13%
Speed Table	$2,500–$8,000		Local, collector, and arterial roads (in certain circumstances).	Speed reduction typically less when compared to speed humps. Typical traversing speed = 30mph.	20%	45%
Raised Intersection	$15,000–$60,000; may be higher depending on width of roads and drainage requirements.	Relatively low daily traffic volumes. (<4,000 vpd per intersection leg) [2]	Intersection of local or collector roads with existing or proposed crosswalks.	<10% reduction in mid-block speeds. 85th percentile traversing speeds = 25–35mph.	No data available	No data available
Street Width Reduction						
Choker	$10,000–$25,000; varies depending on size of choker and drainage requirements.	Can be appropriate for all levels of traffic volume.	Local, collector, and arterial roads. Maximum two-lane cross-section. Length of choker island minimum 20 feet.	Likely to decrease slightly; depends on the volume/distribution of traffic. Most effective when motorists traveling in opposing directions encounter one-another within the narrowed area.	Minimal	Minimal
Corner Extension / Bulb-Out	$8,000–$12,000 (four corner extensions); drainage modifications can increase cost to $40,000.	Can be appropriate for all levels of traffic volume.	Intersection of local, collector, and arterial roads.	Likely to decrease slightly; depends on the volume/distribution of traffic. Shorter curb radii can slow turning vehicles.	Minimal	Minimal
Median Island	$15,000–$55,000; varies depending on length and width of median.	Can be appropriate for all levels of traffic volume.	Local, collector, and arterial roads. Two-way roads only.	2–3mph reduction at/near the median island.	Minimal	Minimal
On-Street Parking	<$6,000; could be higher depending on design specifications and length of application.	Can be appropriate for all levels of traffic volume.	Local, collector, and arterial roads as a midblock measure or near an intersection.	2–3mph reduction at/near on-street parking areas.	Minimal	Minimal

[1]Source: ITE Traffic Calming Measures and FHWA Traffic Calming ePrimer. Includes costs for design, materials, and construction; does not include right-of-way costs.

[2]Note: Maximum traffic volume thresholds based on ITE and FHWA Traffic Calming resources which references Pennsylvania and South Carolina applications.

[3]Source: FHWA publication – *Roundabouts: An Informational Guide.*

ARTICLE IV - MEMBERSHIP

Any member appointed to the Matthews Transportation Advisory Committee must be a resident of the Town of Matthews, NC. The Committee shall be composed of seven (7) members appointed by the Town Board of Commissioners. All members shall have voting rights. The Town's appointee to the Charlotte Transit Advisory Group (CTAG) shall be an ex-officio member of the Committee. The ex-officio member shall not be counted toward a quorum and shall only vote if the regular member votes have resulted in a tie. A town staff member will act as liaison to the Committee. Each ~~citizen~~ member shall be appointed to a two-year term, and may serve ~~an unlimited number of~~ consecutive terms. ~~If a vacancy shall occur on the Committee, then the position can be filled, upon recommendation of the Committee liaison and Chairman, by the Town Board of Commissioners.~~ If a vacancy occurs on the Committee, then the Committee will review applications and as a majority decide on a new member. The recommendation by the Committee will be submitted to the Town Board of Commissioners by the Committee Liaison and Chair.

Where possible, appointments shall be made in such a manner as to maintain on the Committee at all times at least two (2) members who have had special training or experience in planning, transportation engineering, or a related field.